

**STATE OF HAWAII**  
**REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS**

4 AUG -4 AIO :49

To: Chief Procurement Officer

ADMINISTRATION  
PROCUREMENT OFFICE  
STATE OF HAWAII

From: DHS/Social Services Division  
*Department/Division/Agency*

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

**Title and description of health and human service(s):**

Enhanced Healthy Start Services will ensure that the home visiting component of Healthy Start Services is provided to Child Welfare Service families without the provider requesting a special waiver. The Enhanced services will add to the basic model by requiring a lower home visitor to family ratio rather than leaving it to the discretion of the provider. The enhanced services will also require that the child development specialist have an RPN license and that the person in this position or in the clinical specialist position, which is no different from the basic model, will have some knowledge or experience in working with substance abusing families. There will be no changes in the screening or assessment components of Healthy Start Services.

<b>Provider Name:</b> Family Support Services of West Hawaii	<b>Total Contract Funds:</b> \$386,525	<b>Term of Contract:</b>  From: 9/1/04 To: 6/30/05	
<b>Provider Address:</b>  75-127 Lunapele Road, Suite 11 Kailua-Kona, Hawaii 96740-2119	<b>Contract Funds per Year (as applicable).</b>		

**Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:**

Enhanced Healthy Start services require the provider to be able to provide the basic services including the collection of data and administration of test instruments for an ongoing evaluation by Johns Hopkins University. Some CWS families are already known to the current Healthy Start provider. For reasons of continuity, knowledgeable administrative support (no additional management staff will be hired), and experience in operating the basic program, it is not advantageous to have open competition. Additionally the existing agency currently performs the mandatory initial screening and assessments of families before home visiting can commence. No changes will be made to this aspect because they already screen and assess CWS families. It would not be practical to solicit another provider to perform the home visiting service, coordinate with the existing provider who does the mandatory assessments for the home visit, train new staff in all the program evaluation requirements in addition to the basic service delivery requirements, and fund and train additional staff to collect the evaluation data and enter it into the statewide data system. This is a pilot project, and if it demonstrates that enhanced Healthy Start Services are effective, future procurement will be through the normal process.

# STATE OF HAWAII

## REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

The process to select the service provider included DOH Healthy Start program staff and DHS SSD staff along with the Director discussing the factors of 1) a specific geographic area that has the same CWS and Healthy Start boundaries so that the staff can collaborate; 2) an area that has experienced staff willing to serve the CWS population, an area that has sufficient CWS families and stable Healthy Start services so that there can be an adequate evaluation of more intense services; 3) and an area that has links to community services such as PHNs and drug treatment resources so that the project will have a reasonable chance of success in linking families to needed services. It is critical that the services be implemented quickly to demonstrate efforts towards compliance with findings by federal reviewers that CWS needs to increase services to its families. The West Hawaii geographic area has RPNs available for hire and experienced home visiting staff willing to work with CWS families. Some other geographic areas have been unable to remain fully staffed in Healthy Start and do not have a supply of professionals available for this type of project.

A description of the state agency's internal controls and approval requirements for the exempted procurement: The Social Service Division of DHS has purchase of service procurement staff that will follow all the normal procurement processes. They will develop and monitor the contract in collaboration with the Healthy Start staff of the Maternal and Child Health Branch of the Department of Health. The provider must meet all of the requirements of the DOH contract in addition to the Enhanced Healthy Start Service requirements.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Social Services Division Administrator/Healthy Start Liaison  
Social Services Division Purchase of Service Supervisor  
Social Services Division Contract Specialist  
Child Welfare Services Branch Administrator  
Child Welfare Services Program Improvement Plan (PIP) Coordinator

Direct questions to (name & position):  
Pat Snyder Social Services Division  
Administrator/Healthy Start Liaison

Phone number:  
586-4521

e-mail address:  
pat.snyder@fhds.health.state.hi.us

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☐

I certify that the information provided above is to the best of my knowledge, true and correct.



Department Head Signature

8/2/04

Date

Henry Oliva

Typed Name

Deputy Director

Position Title

Chief Procurement Officer's Comments:

**STATE OF HAWAII**  
**REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS**

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied

  
\_\_\_\_\_  
*Chief Procurement Officer*

8/11/04  
\_\_\_\_\_  
*Date*

cc: Administrator  
State Procurement Office